

309 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY RECEIVING / ISSUE CLERK

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Laundry Receiving / Issue Clerk. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Laundry Receiving / Issue Clerk. (JQR-309).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

309 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY RECEIVING / ISSUE CLERK (CON'T)

Estimated completion time: 1 week

Total points this workstation: 100

309.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

309.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

112 Receiving and Issuing

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

309.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. Perform this task.

309.2.1 Maintain the Bulk Work Log.

(Signature) (Date)

309.2.2 Maintain the Press Deck Log.

(Signature) (Date)

309.2.3 Maintain the Heat Stress Log.

(Signature) (Date)

309.2.4 Receive, weigh, sort and account for bulk lots.

(Signature) (Date)

309 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY RECEIVING / ISSUE CLERK (CON'T)

309.2.5 Receive, weigh, sort and account for individual lots.

(Signature) (Date)

Completion of 309.2 area comprises 40 points / 40% of workstation.

309.3 INFREQUENT TASKS – None to be discussed.

309.4 ABNORMAL CONDITIONS

For the abnormal condition below:

- a. What are the indications or alarms received?
- b. What immediate action is required?
- c. Perform or simulate the corrective / immediate action for this abnormal condition.

309.4.1 Contaminated or infested laundry.

(Signature) (Date)

Completion of 309.4 area comprises 10 points / 10% of workstation.

309.5 EMERGENCIES – None to be discussed

309.6 ON THE JOB TRAINING

Perform duties of receiving and issue clerk under qualified supervision.

Normal Operations. (5 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date) (Signature) (Date)

Completion of 309.6 area comprises 30 points / 30% of workstation.

309.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

309.7.1 Examination – Pass a written examination.

(Signature) (Date)

309.7.2 Examination – Pass an oral examination board.

(Signature) (Date)